

Mobile Communication Device Policy

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Contents

1 Introduction..... 3

2 Acceptable Use..... 3

3 Unacceptable Use..... 3

4 Theft or Damage 4

5 Sanctions 5



1 Introduction

Over recent years there has been a huge culture shift regarding mobile communications*. The widespread ownership of mobile communication devices among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that they are used responsibly at school. They are used by the general public as a useful tool for much more than just making phone calls. We believe that a general ban in school is both near sighted and outdated and that we should be preparing young people to use modern technology in a safe and responsible way.

This Acceptable Use Policy is designed to ensure that potential issues involving mobile communication devices can be clearly identified and addressed, ensuring the benefits that they provide (such as increased safety) can continue to be enjoyed by our students. As with any policy however use of mobile communication devices must be direct and precise. Also, the abuse of this privilege must have clear direct consequences. A failure by a substantial number of students to adhere to this policy could result in further consultation to propose a complete ban on mobile communication devices.

**mobile communications includes mobile phones, ipads, tablets, smart watches etc – this list is not exhaustive due to ever evolving technology*

2 Acceptable Use

- Mobile communication devices must be switched off and these and headphones¹ must be kept in bags, lockers or in a blazer pocket when inside the school buildings², during classroom lessons and whilst moving between lessons.
- Before and after school, during break and lunch times, students are allowed to use their mobile communication devices outside of the school building, or in The Observatory or designated lunch areas..
- Students can access the internet, listen to music through headphones and play games during these access times.
- In lessons where they have an educational purpose for example to play Kahoot, take photos of personal work for relevant analysis etc.
- Students do not have authorisation to contact home via their mobile device and we will not release students to parents or carers who come to collect children without the school's knowledge.
- Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.
- If students need to contact parents / carers because they are ill or worried about something, then they must go to their student hubs so this can be arranged.

¹*unless carrying a medical card in their lanyard*

²*with the exception of The Observatory and designated lunch rooms.*

3 Unacceptable Use

- Mobile communication devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times and kept in a bag or blazer pocket.
- Using mobile communication devices to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.



- It is forbidden for students to “gang up” on another student and use their mobile communication devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. It is a criminal offence to use a mobile communication device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- It is unacceptable to take a picture of a member of staff or another student without their permission. In the event that this happens the student will be asked and expected to delete those images.
- PE Lessons: Students should have their mobile communication devices securely in their lockers prior to entering the changing rooms. Mobile communication devices are not to be taken out of bags or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. PE staff will confiscate any mobile communication device found out of school bags and in use in these areas.
- Should there be more than one disruption to lessons caused by a mobile communication device, the responsible student may face disciplinary actions as sanctioned by the Headteacher. This may include a mobile communication device ban in school.
- Examinations: Mobile communication devices are banned from all examinations. Students are expected to leave their mobile communication devices, switched off and in their locker. They should not arrive at the examination hall with a mobile communication device. Any student found in possession of a mobile communication device during an examination will have that paper disqualified. Such an incident will result in a report being made to the examining board JCQ which could result in all other exam papers being disqualified.
- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The creating, downloading and storing of inappropriate images is a criminal offence, as it is to receive and open such images, transmission of such images is a criminal offence. Similarly, Youth Produced Sexual Imaging (YPSI / sexting) – which is the sending of personal sexual imagery, is also a criminal offence. **In such situations, the school will involve the police.**
- Students must not film or take photos of incidents or situations that occur on site or offsite whereby students are deemed to be bringing the school into disrepute.

4 Theft or Damage

- Students should mark their mobile communication device with their names.
- Students who bring a mobile communication device to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile communication devices are advised to keep them well concealed and not ‘advertise’ they have them.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile communication devices.
- The school accepts no responsibility for students who lose or have their mobile communication devices stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile communication devices and/or passwords may not be shared.
- Lost and stolen mobile communication devices in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. In the event of a loss or theft on school premises, the school will assist in arranging blocking.



5 Sanctions

Students who fail to adhere to the rules around headphones and mobile communication devices will have them confiscated immediately, as they would if any of these are being used inappropriately. Students are expected to hand their phones over without question in these circumstances.

1. In the first instance, an L1 will be issued. If a student receives 5 or more L1's they will receive a detention.
2. If a student continues to breach the expectations with their mobile device, they will be asked to hand their phone in on arrival to school or to keep the phone at home. Following a second sanction phones will have to be handed in to student services on arrival to school and collected at the end of the day. This would be set for minimum of a week - maximum of three weeks.
3. If there was to be a third infringement the student will be banned from bringing the mobile communication device onto site. (minimum ban of 1 term)
4. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

